

Homeland Security Exercise and Evaluation Program (HSEEP) Training Frequently Asked Questions (FAQs)

May 2010

General Questions

1. How do I become “Homeland Security Exercise and Evaluation Program (HSEEP) certified?”

It is important to understand that the Federal Emergency Management Agency (FEMA) does not certify individuals. An HSEEP certificate indicates the participant has successfully completed the HSEEP Training Course and has committed to developing and delivering exercises in accordance with HSEEP guidelines. This certificate does not indicate ability or authorization to teach HSEEP, even if the certificate is for the HSEEP Train-the-Trainer course.

The National Exercise Division (NED) and Emergency Management Institute (EMI) have created an instructor qualification guideline that provides criteria that all HSEEP instructors must meet to teach the HSEEP Training Course and Train-the-Trainer course. It is the responsibility of the agency sponsoring the training to verify the instructor’s qualifications.

2. Who owns and manages HSEEP and the HSEEP Training Course?

The NED Policy Branch develops, maintains, and administers HSEEP policy. NED created the HSEEP Training Course and has maintained it for the past 3 years. The EMI develops and administers the training materials that support NED policy initiatives such as HSEEP. EMI and the NED are working to create and implement an updated HSEEP Training Course.

3. How do I locate and register for HSEEP Training Courses and Train-the-Trainer classes?

NED and the EMI are moving the HSEEP Training Course to an online course. A limited number of HSEEP Training Courses are available on a regional basis during this transition. State and local government employees should contact State training or exercise officers or the FEMA regional training manager regarding course dates and locations. Federal employees should contact their agency’s exercise or preparedness officer.

Four L-147 HSEEP Train-the-Trainer courses will be offered at the EMI in fiscal year 2011. States may teach the HSEEP Training course as appropriate, and a G-coded course is planned for delivery to the States.

4. What is FEMA Form 75-5?

This form is an application used by the National Emergency Training Center (NETC) to formally register participants for a class. In addition, this form is required if a participant is taking a NED-sponsored field-delivered course. This application makes it possible for an individual to obtain an EMI training certificate upon successful completion of the HSEEP Training Course. This form automatically places the participant into the national training database maintained by the EMI. This database makes it possible for a successful participant to request a copy of the certificate or a transcript of any courses taken at or through the EMI.

5. How will changes or updates to HSEEP doctrine and course materials be communicated to State training and exercise officers, FEMA regional training managers, and regional exercise officers?

Any changes to HSEEP doctrine and training materials will be posted to the HSEEP Web site. In addition, the EMI will issue an announcement through its EMI Gram system, which communicates training information to training professionals at all levels of government.

6. I am teaching an HSEEP course in my State or at a Federal or local agency. How do the students get an EMI certificate and credit in the EMI database?

To register HSEEP Training Course participants, use the following EMI process:

- A. Contact Paul Ganem, EMI HSEEP Coordinator, at paul.ganem@dhs.gov at least 3 weeks before a course. Provide a point of contact (POC) (including name, address, e-mail address, and daytime phone number) and the date and location of the course.
- B. The EMI will mail course evaluation forms to the course POC 1 week prior to the course.
- C. The course POC must ensure that each participant completes an evaluation form, a FEMA Form 75-5, and a postcourse exam with name and score at the top; provides a copy of his or her IS-120.A certificate (course prerequisite); and signs a course roster for each session.
- D. The course POC must mail all course materials as described in step C to Paul F. Ganem, Training Specialist, FEMA/EMI/IEM F-110, 16825 Seton Avenue, Emmitsburg, MD 21727.
- E. Upon receipt of the course materials, the EMI will issue course certificates directly to the individuals who successfully completed the course.

7. Why is the HSEEP Training Course handled differently from other State-run G-coded courses?

An EMI G-coded course was not a part of the initial development and rollout phase of the HSEEP Training Course. Announcements regarding the delivery and coding of this course will be announced on the HSEEP Web site and via EMI Grams.

8. Will States be able to modify the HSEEP Training Course to their needs?

Like most of the courses developed by the EMI, the HSEEP Training Course can be tailored for individual delivery. States can add content as needed to serve their constituents, but the original content must remain unchanged for the participants to earn EMI certificates. Courses should be at least 24 hours long; a shorter timeframe may affect the course's consistency and baseline standard.

EMI Transition and Course Availability

9. Are the HSEEP Training Course materials under revision?

NED and the EMI are working to develop a new HSEEP Training Course. Any updates or modifications to the HSEEP training materials will be communicated through the HSEEP Web site, State training and exercise officers, regional training managers, and regional exercise officers. Policy decisions will be posted to the HSEEP Web site.

10. When the HSEEP course is changed, will my certificate be accepted?

Yes. Those who have successfully completed the HSEEP Training Course will not be required to retake updated versions of the course. However, taking the course as a refresher every 2 or 3 years is strongly recommended.

11. Is the NED Regional Exercise Support Program (RESP) HSEEP Mobile Training Course still available?

NED has discontinued the RESP field-delivered HSEEP Training Course and its associated Train-the-Trainer course. NED is working closely with the EMI to develop an online HSEEP awareness and overview course. Details will be posted on the HSEEP Web site as soon as they become available.

12. What is the status of EL-131: Exercise Evaluation and Improvement Planning and other G-series courses relating to exercise program management?

The EL-131 course is being piloted. Upon completion of course development, the course will be released to the States as a 2-day G-coded course followed by a 2-day resident course.

13. How does HSEEP affect the Master Exercise Practitioner Program (MEPP)?

The MEPP is an EMI-developed and -administered series of courses. The EMI will continue to ensure this course is conducted in accordance with HSEEP.

14. Is the HSEEP Toolkit Course recognized by the EMI? Will this course be part of the course mapping for the National Training Exercise Curriculum?

This course does not currently carry an EMI course code and is delivered under a different contract from the exercise activity contract. If you are interested in taking this course or have questions about its content, e-mail hseep@dhs.gov or visit hseep.dhs.gov and complete a RESP application to schedule a course. This course will be offered through fiscal year 2011.

Course Instruction

15. Is there instructor qualification guidance that identifies requirements for qualified HSEEP instructors?

Instructor qualification guidance has been developed and is available to State and local jurisdictions. This guidance provides baseline criteria an individual must possess to properly conduct an HSEEP course. To receive a copy, send a request to hseep@dhs.gov.

Course Materials

16. Can I obtain electronic copies of HSEEP Training Course materials?

A CD containing all of the materials necessary to conduct an HSEEP Training Course is available to qualified instructors only. These disks will be disseminated at the sole discretion of the State training office.